



## HAMILTON COUNTY JOB OPPORTUNITY

Posting Number:	710
Date Posted:	July 18, 2012
Deadline to Apply:	July 24, 2012

**POSITION:** Pretrial Expediter (Part-time)

**CLASSIFICATION:** Pretrial Expediter

**DEPARTMENT:** Municipal Court, Department of Pretrial and Community Transition Services

**LOCATION:** Hamilton County Justice Center  
1000 Sycamore Street  
Cincinnati, OH 45202

**WORK HOURS:** 58 Biweekly, 2<sup>nd</sup> and 3<sup>rd</sup> Shift, (includes weekends)

**FLSA STATUS:** Hourly/Non-Exempt

**SALARY:** \$13.57 per hour

**Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:**

Student enrolled in upper college level criminal justice program or related field. Applicant must be computer literate. Must be a resident of the State of Ohio.

**Listed below are the PREFERRED QUALIFICATIONS of the department:**

Prior work experience and bachelor's degree in the criminal justice field.

**Listed below is a brief summary of the JOB DUTIES:**

This is entry level work which involves screening pretrial arrestee in order to determine the level of pretrial services intervention required. Interviews all eligible criminal and traffic defendants, held prior to arraignment at the detention facility. Verifies background information provided by the defendant. Gathers information from the sheriff and clerk pertaining to pre-arraignment bond setting. Assists in preparation of bail report for bond hearing. Sorts and codes data into designated categories and fills out daily log. Assists with other duties as directed. Determines any existing potential release options available. Informs detainees of purpose of bail investigation. On-call in absence or illness of other related staff. Photocopies arrest reports. Performs related work as required.

**HOW TO APPLY FOR THE POSITION:**

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Human Resources Department  
138 E. Court Street, Room 707  
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

**NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.**